



Michael J. Henry
Director of Personnel

LOS ANGELES COUNTY TRAINING ACADEMY

DEPARTMENT OF HUMAN RESOURCES
ORGANIZATIONAL AND EMPLOYEE DEVELOPMENT DIVISION

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August 7, 2003

To: Department Heads

From: Michael J. Henry
Director of Personnel

Subject: **NEW BUDGET AND FINANCE CERTIFICATE PROGRAM – REQUEST FOR NOMINATIONS**

The Los Angeles County Training Academy is pleased to announce the development of the new **Budget & Finance Certificate Program**. This initial 100-hour program targets employees working as supervising or lead analysts in line departments and CAO budget operations. Like our other certificate programs, this has been developed based on a comprehensive needs assessment process conducted by the Department of Human Resources staff and faculty from California State University, Northridge (CSUN). The curriculum is designed to prepare participants to succeed in supervisory/lead budget analyst positions throughout the County emphasizing the importance of the budget process on meeting financial strategic initiatives and organizational performance.

We are requesting your assistance in nominating individuals from your department to participate in this new program, which will be offered as follows:

Location	Number of Participants	Tentative Start Date	Days/Time
Cal State University, Los Angeles	25 - 30	September 15, 2003	Mondays & Wednesdays 17 weeks: two days per week 4-8pm

08/07/03

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ABOUT THE PROGRAM

The ***Budget and Finance Certificate Program*** is designed to acquaint budget analysts with the County's strategic perspective on budget and finance initiatives. Participants will be exposed to the new concept of "Performance Counts" as well as a variety of County specific budget processes. In addition, they will learn how to strengthen their communication skills and analytical abilities. The intent of this program is to provide budget analysts with a comprehensive understanding of budget processes throughout the County and how various departmental budgets impact Countywide programs. The knowledge participants gain from the program can be immediately applied in their present positions.

The program consists of 100 hours of classroom instruction and assignments and group projects over a 17-week period. Course content will focus on budget principles and County practices and processes. The customized curriculum will cover such topic areas as:

- County Financial Structure & Impact on Strategic Organizational Initiatives
- Overview of County Budget Process
- General Financial Concepts
- Budgeting Principles within the County of Los Angeles
- Critical Thinking and Analysis
- Budgetary Accounting
- Federal & State Revenue Sources
- Capital Projects Budgeting

These courses are customized specifically for the County and are based on a structured needs assessment process. University professors will join County experts in teaching these classes.

TARGET TRAINING GROUP (FIRST SESSION)

The pilot targets employees who are currently working in a supervisory or lead budget analyst position. While these supervisory and lead positions vary from department to department, examples of target classifications include:

- Head, Staff Services
- Principal Analyst, CAO
- Administrative Assistant III
- Program Specialist IV, CAO
- Chief Program Specialist, CAO
- Administrative Services Manager II, III
- Supervising Administrative Assistant I, II, III

Managers responsible for budget operations at the Division Chief and Administrative Deputy levels are also welcome to attend.

Future sessions will be offered to individuals who are eligible to compete for supervisory and lead budget analyst positions.

CERTIFICATION AND CREDIT

This program is in the process of being approved for an Advanced Professional Development Certificate from the California State University System. Completion of this course will entitle participants to receive 10 Continuing Education Units. This certificate program provides an additional opportunity for employees to develop the skills important to compete for future higher-level budget analyst and supervisory budget positions. While participants who complete the course may receive credit in future County examinations, it should be understood this certification does not replace existing exam processes and does not guarantee appointment.

NOMINATION OF PARTICIPANTS

We are requesting that each Department Head nominate one primary and two alternate employees in the target training group. While participation is voluntary, we strongly recommend that you encourage your employees to participate. In making your nomination, please consider the following:

Performance

- Applicants evaluated under the Management Appraisal and Performance Plan must have a rating of "Merit" or higher.
- Applicants evaluated under the step pay plan should be rated at the "Competent" level or higher.
- Nominated employees should possess the behaviors and skills necessary to help the department accomplish its strategic goals and objectives.

Time Commitment

- 100 hours of classroom instruction, significant outside reading, plus assignments and group projects to be completed over a period of up to 17 weeks.
- Classes will be held two days per week, 4:00 p.m. to 8:00 p.m.

As you can see, this program will require substantial commitment from both the departments and the employees selected to participate in the program. It is essential that departments review workload requirements carefully to ensure that participants selected for the program are able to meet all requirements to successfully complete the program. **Attachment A** lists the major expectations for participants enrolled in the certificate program.

Cost – This program is funded by the Board of Supervisors through the Los Angeles County Training Academy. If your department is interested in funding additional slots, please contact us. If an employee is removed from the program, departments may be assessed a fee unless the slot can be backfilled prior to orientation.

NOMINATION TIMELINE

The key elements of the nomination process and related time frames are as follows:

Nomination Process	Target Due Date
Department Heads nominate one primary and two alternate candidates	August 15, 2003
Participants receive information packet from CSUN	August 27, 2003
Orientation	September 15, 2003
First session begins	September 17, 2003

TO NOMINATE PARTICIPANTS

Enclosed is a nomination form (**Attachment B**). Please nominate one primary and two alternate employees for the first session. Please return on or before **Friday, August 15, 2003**. Once all participants are nominated, we will notify you of the final class schedule on or before Wednesday, August 27, 2003.

The nomination form requests that you identify a department coordinator to assist us in the nomination process. **The form also requests that each department indicate the approximate number of potential employees who may be eligible to participate in this program. This information will assist in budgeting additional sessions of this program.** Once the pilot sessions have begun, we anticipate opening the application process to other qualified employees.

We greatly appreciate your assistance in nominating employees for the **Budget and Finance Certificate Program**. Nomination forms should be faxed by **August 15, 2003** to:

Gionne Mackay
Budget & Finance Certificate Program Coordinator
Los Angeles County Training Academy
(213) 738-6061 (fax)

Department Heads
August 7, 2003
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As always, we appreciate your continuing support of the programs offered by the Academy. If you have questions, please feel free to call me at (213) 974-2406, or Lu Takeuchi, Senior Human Resources Manager, at (213) 738-2299. Potential participants should direct their questions and requests for accommodation to Gionne Mackay, Budget & Finance Certificate Program Coordinator, at (213) 738-2349.

MJH:TJH
LT:JM

Attachments

c: Each Supervisor
Administrative Deputies
Training Coordinators

ACADEMY STANDARDS FOR PARTICIPATION

Participation in this program is voluntary, and will require considerable commitment from each attendee. Before agreeing to attend this program, each participant must review the following expectations and requirements.

CLASS EXPECTATIONS OF PARTICIPANTS:

1. Participants will arrive promptly for class, team meetings, and other events.
2. Participants will complete all assigned readings, cases, instruments, etc. prior to class; participants will complete assignments on their own.
3. Participants will notify the instructor (whenever possible) if a class will be missed; participants missing more than **12 hours** of instruction will be dropped from the program.
4. Participants will make up any work missed due to an absence, as assigned by the instructor, including additional research assignments, etc.
5. Participants will treat instructors and other participants as colleagues who have valuable knowledge and contribute to personal learning.
6. Participants will be open to new views and perspectives.
7. Participants will participate frankly in class discussions, be willing to share personal experiences and be honest with others.
8. Participants will treat all personal and work-related discussions as confidential.

OTHER EXPECTATIONS OF PARTICIPANTS:

- While part of this program will be on County time, participants will be required to attend classes and complete course assignments on their own time as well.
- Participants accept the class schedule as published.
- Participants will also be expected to maintain their existing departmental work assignments while in the program.
- Participants will sign the "Permission to Release Information" form.

DEPARTMENT HEAD NOMINATION FORM

**Budget & Finance Certificate Program
California State University, Los Angeles
Fall 2003**

Department: _____ Department Head: _____

Departmental Coordinator: _____ Coordinator Phone Number: _____

To be eligible for the pilot session, employees must currently be in a supervisory/lead budget position.

Primary Employee	Employee #	Payroll Title	Work Phone #
Name			

Alternate Employees	Employee #	Payroll Title	Work Phone #
Name			
Name			

Please indicate the approximate number of employees in your department that are currently eligible to apply for a **supervisory/lead** budget analyst position: _____

Department Head's Signature or Administrative/Chief Deputy Title Date

Please fax this completed form to:

Gionne Mackay
 Budget & Finance Program Coordinator
 Los Angeles County Training Academy
 (213) 738-6061

NOMINATIONS ARE DUE NO LATER THAN AUGUST 15, 2003.